



To: Members of the Supporting People Commissioning Body

***Notice of a Meeting of the Supporting People
Commissioning Body***

Friday, 23 March 2012 at 10.30 am

County Hall, New Road, Oxford

Peter G. Clark.

Peter G. Clark
County Solicitor

March 2012

Contact Officer: **Sue Whitehead**
Tel: (01865) 810262; E-mail: sue.whitehead@oxfordshire.gov.uk

Membership

Chairman – Councillor Debbie Pickford – Cherwell District Council

Councillors

Councillor Dorothy Brown	- South Oxfordshire District Council
Councillor Roger Cox	- Vale of White Horse District Council
Councillor Arash Fatemian	- Oxfordshire County Council
Councillor Verena Hunt	- West Oxfordshire District Council
Stephen Czajewski	- Thames Valley Probation
Graham Stratford	- Oxford City Council
Fenella Trevillion	- Oxfordshire Primary Care Trust

Notes:

- **Date of next meeting: 15 June 2012**

The agenda is attached

County Hall, New Road, Oxford, OX1 1ND

www.oxfordshire.gov.uk Fax: 01865 783195 Media Enquiries 01865 323870

AGENDA

1. **Apologies for Absence and Substitutions (if applicable)**
2. **Declarations of Interest (all members of the Body shall be responsible for deciding whether they have a declarable interest, in accordance with the Codes of Conduct of their own organisation , if applicable)**
3. **Minutes (Pages 1 - 4)**

To approve the minutes of the meeting held on 9 December 2011 (**SP3**) and to receive information arising from them.

4. **Petitions and Public Address**

Members of the public may speak on a matter included on the agenda by giving notice to the Contact Officer by the deadline of 9.00 am on the morning before the meeting.

Advice on addressing a meeting can be found on the Council's website.

For Decision

5. **Supporting People Annual Plan 2012/13**

A paper is attached at **SP5a** reminding the Commissioning Body of the requirements in the Memorandum of Understanding regarding the contents of the annual plan.

The Core Strategy Group at its meeting on 7 March 2012 discussed a draft Annual Plan 2012-13. Officers recommended a list of major projects for 2012-13 attached at **SP5b**.

These priorities were drawn from the Supporting People Strategy 2011-16 approved by the Commissioning Body on 17 June 2011 and the Delivery Plan 2012-16 considered by the officer group on 4 January 2012. The Delivery Plan 2012-16 is attached at **SP5c** for reference.

Officers have also considered a budget showing the amount to be spent on each primary client group attached at **SP5d**. This budget is based on the financial strategy previously agreed by the Commissioning Body on 9 December 2011.

It is issued with two qualifications:

- a) Exact amount of the carry forward won't be known until the administering authority has closed accounts for 2011-12 and, as importantly, confirmed that this carry

forward has been approved. Necessary processes to achieve this aim have already started and the partners would be kept updated of the progress.

Key milestones are:

- Approval at Directorate level – late April/May 2012
- Approval by Cabinet – 19 June 2012

- b) Work on agreeing how additional savings will be allocated against budget lines for services for older people, those with learning disabilities and homeless people is continuing with named lead commissioners. Therefore in these cases it is not yet possible to split additional savings further. This will be done as soon as relevant decisions are taken and will be shown on future versions of the budget.

The Core Strategy Group RECOMMENDS that the Commissioning Body approves the Supporting People Annual Plan 2012-13.

Delivery of the Supporting People Strategy 2011-16 and the Annual Plan 2012-13 is underpinned by two key administrative elements of the programme: the Eligibility Criteria and the Charging Policy. Both of these documents have been reviewed in 2012.

The draft Eligibility Criteria were discussed by the Commissioning Body on 30 September 2011 where the members recommended further consultation on the document. The consultation period was from 24 October to 21 November 2011. Report containing summary responses and action taken is attached for information at **SP 5e**.

Post-consultation draft of the Eligibility Criteria was considered by the officers at their meeting on 1 February 2012 and is attached at **SP 5f**.

Revised version of the Charging Policy was discussed by the officers at their meeting on 7 March 2012 and is attached at **SP 5g**.

It contains two revisions:

- Points 27 and 28 have been revised to refer to all applications for direct payments, not just those from leaseholders which was the case previously;
- Review date has been set in three years' time, in March 2015.

The Core Strategy Group RECOMMENDS that the Commissioning Body approves the Supporting People Eligibility Criteria March 2012 and the Charging Policy March 2012.

For Information

6. Supporting People Budget 2011-12

The budget monitoring report for 2011-12 attached at **SP6a** shows the budget set by the Commissioning Body and expenditure incurred from April 2011 to February 2012 (eleven months of the year). In-year cashable efficiencies agreed with providers have been processed in the final payment of the year. Effect of this exercise would be shown in March 2012 monitoring report.

Report attached at **SP6b** is third and final report showing progress made with delivering the 2011-12 efficiency savings programme. It shows that 2011-12 efficiency savings

target has been exceeded by £57k or 18%. This shows combined effect of delivering one-off cashable efficiencies across a range of contracts and negotiating larger scale service changes in homeless and domestic violence provision.

Work on closing the accounts for 2011-12 has started and will be reported on in June 2012. The administering authority is expecting to close the budget with a relatively small under-spend and will be seeking permission to carry this amount forward to off-set committed spend in 2012-13.

7. Supporting People Programme Review 2011-12

Report attached at **SP7** provides the third progress update on this review.

Work on most aspects of the review has been completed on time and informed key decisions taken by the partnership this year, including those on agenda for today.

8. Annual Plan 2011-12 - Progress Report

A report attached at **SP8a** gives information about any items in the Annual Plan which the administering authority is not on track to deliver and a table is attached at **SP8b** showing progress against the Annual Plan.

9. Performance in Quarter 1 - 3 2011-12

At their meeting in March 2012 the Core Strategy Group members considered a report which analysed Oxfordshire performance in the first three quarters of this year. This report is attached at **SP9**.

This information is presented using a traffic light system and is then used by contract officers to work with providers on sustaining good performance and improving less positive performance, and by commissioners to set performance targets for future years and services.
